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Baton Rouge Crisis Intervention Center, Inc. Baton Rouge, Louisiana December 31, 2004

Under provisions of state law, this report is a public document. Acopy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 6-29-05

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### HAWTHORN, WAYMOUTH & CARROLL, L.L.P.

J.CHARLES PAŘKER, C.P.A. LOUIS C. McKNIGHT, III, C.P.A. ANTHONY J. CRISTINA, III, C.P.A. CHARLES R. PEVEY, JR., C.P.A. DAVID J. BROUSSARD, C.P.A



### CERTIFIED PUBLIC ACCOUNTANTS

8555 UNITED PLAZA BLVD., SUITE 200 BATON ROUGE, LOUISIANA 70809 (225) 923-3000 • FAX (225) 923-3008

March 9, 2005

### Independent Auditor's Report

The Officers and Board of Directors Baton Rouge Crisis Intervention Center, Inc. Baton Rouge, Louisiana

We have audited the accompanying statements of assets, liabilities, and net assets - modified cash basis of the

# Baton Rouge Crisis Intervention Center, Inc. (A Nonprofit Organization) Baton Rouge, Louisiana

as of December 31, 2004 and 2003, and the related statements of revenue and expenses - modified cash basis and changes in net assets - modified cash basis, for the years then ended. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As described in Note 1, the Center's policy is to prepare its financial statements on the basis of modified cash receipts and disbursements, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities and net assets - modified cash basis of the Baton Rouge Crisis Intervention Center, Inc., as of December 31, 2004 and 2003, and its revenue and expenses and changes in net assets for the years then ended, on the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued a report dated March 9, 2005 on our consideration of the Baton Rouge Crisis Intervention Center Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Hawthorn, Waymouth & Carroll, S. L. A

# Baton Rouge Crisis Intervention Center, Inc. Statements of Assets, Liabilities and Net Assets - Modified Cash Basis December 31, 2004 and 2003

Assets				
	<u> 2004</u>	<u>2003</u>		
Current Assets				
Cash and cash equivalents	<u>\$169,868</u>	<u>\$126,997</u>		
Property and Equipment				
Property and equipment	155,502	81,702		
Accumulated depreciation	(64,529)	(52,186)		
	90,973	<u>29,516</u>		
Total assets	260,841	<u>156,513</u>		
Liabilities and Net Assets Current Liabilities				
Capital leases - current portion	\$7,412	\$6,938		
Payroll tax withholdings payable	1,284	1,578		
v sy 1 cm 1 cm 1 cm 1 cm	8,696	8,516		
Capital Leases Less Current Portion	<u>3,775</u>	10,762		
Total liabilities	12,471	19,278		
Net Assets				
Unrestricted	248,370	137,235		
	- · · · · · · · · · · · · · · · · · · ·			
Total liabilities and net assets	<u>260,841</u>	<u> 156,513</u>		

The accompanying notes are an integral part of these statements.

# Baton Rouge Crisis Intervention Center, Inc. Statements of Revenue and Expenses - Modified Cash Basis Years Ended December 31, 2004 and 2003

	2004 Temporarily		2003 Temporarily			
	<b>Unrestricted</b>	Restricted	<u>Total</u>	Unrestricted	Restricted	<u>Total</u>
Revenue						
State contract	\$116,233		\$116,233	\$108,480		\$108,480
LSU contract	117,343		117,343	115,383		115,383
United Way						
Core Funding	205,100		205,100	205,100		205,100
Info line/211	210,895		210,895	188,299		188,299
Challenge Grant				13,000		13,000
DSS - 211 contract	47,514		47,514			
OPH contract	39,232		39,232			
Crisis Center Foundation						
Operating and Program Grant	41,073		41,073	35,861		35,861
Contributions	7,619		7,619	10,231		10,231
Other income	629		629	569		569
Other grants	8,750		8,750	11,750		11,750
Interest income	627		627	873		873
Program service fees	119,905		119,905	32,037		32,037
Net assets released from restrictions						
in satisfaction of program restrictions		<u></u>		44,400	<u>(\$44,400)</u>	
Total revenue	914,920		914,920	<u>765,983</u>	(44,400)	<u>721,583</u>

# Baton Rouge Crisis Intervention Center, Inc. Statements of Revenue and Expenses - Modified Cash Basis Years Ended December 31, 2004 and 2003

	2004 Temporarily		2003 Temporarily			
	<u>Unrestricted</u>	Restricted	<u>Total</u>	Unrestricted	Restricted	<b>Total</b>
Expenses						
Salaries and wages	\$452,093		\$452,093	\$419,935		\$419,935
Social Security tax	31,999		31,999	30,379		30,379
Retirement contribution	7,664		7,664	7,378		7,378
Worker's compensation	4,844		4,844	2,569		2,569
Unemployment	1,008		1,008	334		334
Hospitalization	466		466	3,162		3,162
Life insurance				3,201		3,201
Travel and conference	9,267		9,267	12,091		12,091
Office rent	72,000		72,000	69,545		69,545
Utilities and building	,			·		
maintenance	41,558		41,558	38,724		38,724
Office supplies	5,294		5,294	4,255		4,255
Postage	5,493		5,493	5,139		5,139
Equipment rental/maintenance	4,585		4,585	3,063		3,063
Equipment purchases	3,180		3,180	1,793		1,793
Insurance and bonding	2,318		2,318	2,288		2,288
Interest expense	1,939		1,939	1,354		1,354
Marketing	10,089		10,089	12,729		12,729
Telephone	28,066		28,066	34,166		34,166
Professional memberships	4,585		4,585	3,436		3,436
Publication and printing	3,387		3,387	4,173		4,173
Awards and annual meeting	7,548		7,548	7,291		7,291
Professional fees	6,321		6,321	5,400		5,400
Contractual services	24,217		24,217	23,014		23,014
Depreciation	12,343		12,343	8,150		8,150
Miscellaneous	6,187		6,187	13,594		13,594
L.O.S.S travel and other	507		507	5,077		5,077
ASIST - training and other	13,184		13,184	10,025		10,025
Info line/211 - directory and other	6,304		6,304	13,234		13,234
E.T.C. expenses	11,635		11,635	6,110		6,110
OCRC expenses	8,052		8,052	2,		-,
OPH expenses	17,652	<del> </del>	17,652	1,081		1,081
Total expenses	803,785		<u>803,785</u>	<u>752,690</u>		<u>752,690</u>
Revenue Over (Under) Expenses	111,135		111.135	13,293	(44,400)	(31,107)

# Baton Rouge Crisis Intervention Center, Inc. Statements of Changes In Net Assets - Modified Cash Basis Years Ended December 31, 2004 and 2003

	Temporarily		
	<u>Unrestricted</u>	Restricted	<u>Total</u>
Balance, December 31, 2002	\$123,942	\$44,400	\$168,342
Revenue over (under) expenses	13,293	(44,400)	(31,107)
Balance, December 31, 2003	137,235		137,235
Revenue over expenses	111,135		111,135
Balance, December 31, 2004	<u>248,370</u>		248,370

### **Note 1-Significant Accounting Policies**

### A. Background

The Baton Rouge Crisis Intervention Center, Inc. (the Center) was incorporated December 11, 1974. The main Center program is "The Phone", which is a 24 hour crisis intervention service provided by telephone contact. Callers may also be directed to other Center programs such as Suicide Outreach, Survivors of Suicide, or the Children's Bereavement Group. The Center also provides assessments, consultations, education and training for many crisis situations. The Center operates the Infoline, a referral service sponsored by the United Way. The major sources of funding are from United Way, and contracts with the State of Louisiana and Louisiana State University. Loss of any of these funding sources could adversely affect the Center's operating results.

### B. Basis of Accounting

The records of the Center are maintained on the modified cash basis of accounting and the accompanying statements have been prepared on that basis. The modified cash basis differs from generally accepted accounting principles primarily because certain revenues are recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred.

### C. Cash and Cash Equivalents

The Center considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

### D. Donations

Cash donations are recognized when received; no recognition is given in the financial statements to pledges or promises until the actual receipt of funds.

### E. Contributed Services

Many individuals volunteer their time to help the Center with is activities. During the year ended December 31, 2004, the Center received 37,030 volunteer hours that have not been recorded in the statement of revenue, expense and changes in net assets.

### **Note 1-Significant Accounting Policies** (Continued)

### F. Property and Equipment

Property and equipment is recorded at cost and depreciated using the straight-line method of depreciation over the useful lives of the assets.

### G. Tax Status

The Center is exempt from federal and state income and unemployment taxes under section 501(c)(3) of the Internal Revenue Code and is not classified as a private foundation.

### H. Use of Estimates

The preparation of financial statements in conformity with modified cash basis accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

### I. Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets are those whose use by the Center has been limited by donors to a specific time period or purpose. Permanently restricted net assets have been restricted by donors to be maintained by the Center in perpetuity. The Center does not have any temporarily or permanently restricted net assets as of December 31, 2004.

### J. Advertising

Advertising costs are expensed when paid. The total expenses paid were \$10,089 and \$12,729 for 2004 and 2003, respectively.

### K. Reclassifications

Certain reclassifications have been made to the 2003 financial statements to conform with the 2004 financial statement presentation. The reclassifications had no effect on the excess of revenues over (under) expenses or net assets.

### **Note 2-Operating Leases**

The Center leases office space and equipment under operating leases expiring in various years through 2008. Rental expense on these leases for the years ended December 31, 2004 and 2003 was \$78,265 and \$79,925, respectively.

Minimum future rental payments under non-cancelable operating leases having remaining terms in excess of one year are as follows:

2005	\$72,744
2006	72,744
2007	30,744
2008	372

### **Note 3-Capital Leases**

The Center is leasing a computer and server from Dell Financial Services with a net book value of \$14,564 in 2004 and \$18,744 in 2003, under a capital lease which expires in 2006. Assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset and the assets are depreciated over their estimated useful lives. Depreciation of assets under capital leases is included in depreciation expense.

The following is a schedule by years of future minimum payments required under the lease together with their present value as of December 31, 2004:

2005	\$8,452
2006	<u>3,942</u>
	12.204
Total minimum lease payments	12,394
Less amount representing interest	1,207
. •	11,187
Less current portion of obligations under capital leases	<u> 7,412</u>
Obligations under capital leases, less current portion	3,775

### **Note 4-Related Party Transactions**

The Crisis Center Foundation is a separate nonprofit 501(c)(3) organization formed to provide support for the Center and the local community. The Foundation leases its land and building to the Center for \$6,000 per month, expiring June 16, 2007. The lease contains an automatic option to renew for 5 years. The Center incurs certain expenses related to building repairs and maintenance that are reimbursed by the Foundation. Total reimbursements for 2004 and 2003 were \$11,073 and \$5,861, respectively.

### **Note 4-Related Party Transactions** (Continued)

The Crisis Center Foundation also contributed an operating and program grant to the Center of \$30,000 in 2004 and 2003, respectively. The Foundation's contribution of this grant is not guaranteed.

### Note 5-Pension Plan

The Center has a 403(b) defined contribution plan. Contributions are matched at 3% of qualified employee salaries. Contributions to the plan for the year ended 2004 were \$7,664 and \$7,378 for the year ended 2003.

### Note 6-Concentrations of Credit Risk

At various times during the year, cash and cash equivalents on deposit with one banking institution exceeded the \$100,000 insured by the Federal Deposit Insurance Corporation. Management monitors the financial condition of the institution on a regular basis, along with its balances in cash and cash equivalents, to minimize potential risk.

### **Note 7-Functional Expenses**

The Center provides various programs and services. The costs of providing these services have been summarized below on a functional basis as follows:

	<u>2004</u>	<u>2003</u>
Program expenses	\$731,444	\$684,948
General and administrative	72,341	67,742
	803,785	<u>752,690</u>

### HAWTHORN, WAYMOUTH & CARROLL, L.L.P.

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CERTIFIED PUBLIC ACCOUNTANTS

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March 9, 2005

Report on Internal Control over Financial Reporting and on Compliance Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

The Officers and Board of Directors Baton Rouge Crisis Intervention Center, Inc. Baton Rouge, Louisiana

We have audited the financial statements of the Baton Rouge Crisis Intervention Center, Inc. (a non-profit organization) as of and for the year ended December 31, 2004, and have issued our report thereon dated March 9, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Baton Rouge Crisis Intervention Center's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not be necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Baton Rouge Crisis Intervention Center, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards*, and which is described in the accompanying schedule of findings and questioned costs as item 2004-1.

This report in intended solely for the information and use of the Board of Directors, management, the Louisiana Legislative Auditor, United Way, State of Louisiana Department of Health and Hospitals, and Louisiana State University and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statue 24.513, this report is distributed by the Legislative Auditor as a public document.

Hawthorn, Waymouth & Canall, X. X. A.

## Baton Rouge Crisis Intervention Center, Inc. Schedule of Findings and Questioned Costs Year Ended December 31, 2004

### Findings - Financial Statement Audit

2004-1 - Deposits of Grant Into Wrong Account

### Condition

The Baton Rouge Crisis Intervention Center, Inc. received a grant which was deposited into the Baton Rouge Crisis Center Foundations's account.

### Recommendation

All monies related to the Center should be deposited into their account.

### Management's Response

The Baton Rouge Crisis Intervention Center, Inc. will deposit all monies related to the Center into their account.

# Baton Rouge Crisis Intervention Center, Inc. Schedule of Prior Year Findings and Questioned Costs Year Ended December 31, 2004

# Findings - Financial Statement Audit

No prior year findings were noted.

### HAWTHORN, WAYMOUTH & CARROLL, L.L.P.

J.CHARLES PARKER, C.P.A. LOUIS C. McKNIGHT, III, C.P.A. ANTHONY J. CRISTINA, III, C.P.A. CHARLES R. PEVEY, JR., C.P.A. DAVID J. BROUSSARD, C.P.A.





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March 9, 2005

To the Officers and Board of Directors Baton Rouge Crisis Intervention Center, Inc. Baton Rouge, Louisiana

We have audited the financial statements of the Baton Rouge Crisis Intervention Center, Inc. for the year ended December 31, 2004, and have issued our report thereon dated March 9, 2005. Professional standards require that we provide you with the following information related to our audit.

### Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated December 1, 2004, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance about whether the financial statements are free of material misstatement and are fairly presented in conformity with modified cash receipts and disbursements accounting principles, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of the Baton Rouge Crisis Intervention Center, Inc. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning the internal control.

### Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Baton Rouge Crisis Intervention Center, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing polices was not changed during 2004. We noted no transactions entered into by the Center during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

### Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Based on our judgement, the Center has no significant accounting estimates.

### Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgement, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the Center's financial reporting process (that is, cause future financial statements to be materially misstated.) In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the Center, either individually or in the aggregate, indicate matters that could have a significant effect on the Center's financial reporting process.

### Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Center's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### <u>Issues Discussed Prior to Retention of Independent Auditors</u>

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Center's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

# Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

This information is intended solely for the use of the Officers and Board of Directors and management of the Baton Rouge Crisis Intervention Center, Inc., and is not intended to be and should not be used by anyone other than these specified parties.

Hawtham, Waymouth & Carroll, L.R.P.